Using Adobe Acrobat Reader 3.01

Overview

It is our intent to give a brief description for using Adobe Acrobat Reader 3.01. It is not intended to be a complete guide. We hope you find this guide helpful in navigating through the documents.

Resizing Options

After opening the document in Adobe Acrobat Reader, you may resize the windows by placing your cursor over the side of the window until you see a double-arrow like this.
Click and hold the left mouse button, move the bar to resize the screen and release the mouse button. By doing this, you can decrease the index window and increase the document window to accommodate easier viewing.

You can enlarge the text easier by changing the view either by the tool bar or by using the magnifying glass. Using the magnifying glass will increase the font size to preset views. You may also go to View on the menu and choose from Actual Size, Fit Page, Fit Width, Fit Visible or Zoom To... (which will allow a custom view).

Displays only the page. This button resizes the window where only the current page is shown. Font size is larger, however index is gone.

Displays both bookmarks and the page. This is the default view you started with. This button has both the current page of the document and the index on the side.

Displays both thumbnails and the page. Thumbnails are small icons for other pages. You can click on these like the index, and go to that page. However, it only displays the page number.

Goes to the Previous View. May change the view, however, this also will change pages.

Returns to the Next View. May change the view, however, this also will change pages.

Navigation

Displays the first page. This will display the first page of the document on the screen.

Displays the previous page. This will display the preceding page of the document.

Displays the next page. This will display the next page of the document.

Displays the last page. This will take you to the last page of the document.
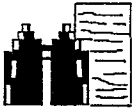
Miscellaneous

Selects the hand tool. This feature is generally not used in these documents.

Searching

Display the find dialog. This feature allows you to type in a word or group of words. The program will then search the text, one occurrence at a time, until every occurrence has been found.

Display the text search dialog. This feature allows you to search by a string of text over all of the documents. I.E. - if you type in "Reclamation Board", you will see a result list of 4 of 12 documents containing references to "Reclamation Board". Click on View and the following two buttons will guide you to each reference.

Displays previous index. This button will go to the previous occurrence based on search results. After clicking on View as mentioned above, the program will highlight the occurrence in the document. This button is used to back track to previously viewed occurrences.

Displays next index. Click on this button after choosing View and this will take you directly to every occurrence from your search. I.E. - Reclamation Board.

Editing

Selects the text selection tool. Click on this feature and a bar cursor will appear. Position this bar at the start of the text that you wish to select. Click and hold the left mouse button and move it over the text you wish to select. The down side is this method will highlight both columns and the format will not be kept. This will allow you to cut and paste text into any wordprocessing application. Release the mouse button and go to Edit from the menu bar. Choose copy and paste into your application.

If you wish to obtain a graphic or to maintain the look of the text, go to Tools on the menu bar at the top and choose Select Graphics. A crosshair will appear. Position this at the upper left corner of your selection. Click and hold the left mouse button. Move the mouse to the lower right corner of your selection. A dashed line will appear around your selection. Release the mouse button and go to Edit from the menu bar. Choose copy and paste into your application.